ORGANIZATION & FUNCTI

Directorate of Administration

Office of Data Processing

PREFACE

     The Office of Data Processing is a relatively new organiza-
tion. It grew out of the CIA Automatic Data Processing Staff
which was established under the Deputy Director for Support
on 25 May 1961. On 5 August 1963 the CIA ADP Staff was made
an Office, the Office of Computer Services, and placed in the
Directorate for Science and Technology. In April 1973, the
Office was placed in the Directorate for Management and Services
and the name was changed to the Office of Joint Computer Sup-
port.
     Several significant consolidations of Agency computer
activity have occurred since 1963. In November of that year,
the Automatic Data Processing Division of the Office of the
Comptroller was transferred to OJCS. Computer activities
in the Central Reference Service were consolidated in OJCS
during FY 1974, making possible the release of the CRS com-
puter system in November 1973. The computers supporting the
Information Systems Group, DDO, were placed under OJCS manage-
ment effective with the FY 1975 budget year.
     In June 1976 the Office of Joint Computer Support was
renamed the Office of Data Processing and reorganized with
two Deputy Directors. The Deputy Director for Processing
includes the operation of the computer centers, the hardware
engineering, system software programming, production of com-
puter jobs and data base management. The Deputy Director for
Applications has four divisions that analyze customer require-
ments and develop computer systems and programs to meet those
requirements.

OFFICE OF DATA PROCESSING

ORGANIZATION AND FUNCTIONS MANUAL

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FIGURES

OFFICE OF THE DIRECTOR

MISSION

The Director of Data Processing is responsible for pro-
viding a central computer service to satisfy Automatic Data
Processing (ADP) requests from Agency components and to
satisfy Intelligence Community requirements as assigned.

FUNCTIONS

In performing this assigned mission the Director of
Data Processing:

1. Serves as the senior ADP official of the Agency and
advises the Director of Central Intelligence and his Executive
Advisory Group on Agency-wide ADP issues and management.
Committee

2. Represents the Agency on Agency-wide ADP matters to
the Congress, Office of Management and Budget, Intelligence
Community Staff and federal oversight organizations such as
the National Bureau of Standards and GSA.

3. Prepares near and long-term resource plans required
for performing an Agency-wide service of common concern, de-
fends those resources through the budget process and manages
the expenditure of those resources.

4. Reviews and approves Agency proposals for acquisition
of computer equipment, software, and services.

5. Performs analyses of requirements for ADP services,
conducts feasibility studies, prepares project proposals
for new computer applications, develops new computer applica-
tions programs, and performs maintenance and production con-
trol of completed applications programs.

6. Plans, designs, operates and maintains two major
computer centers providing facilities and services for: large
capacity batch processing; interactive computer processing
through remote terminal networks; data base management and
on-line information storage and retrieval.

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7. Plans, designs and implements dedicated ADP hardware/
software systems to satisfy unique requirements that cannot
be accomodated on the Agency central common-use facility.

8. Provides professional ADP personnel, on a rotational
basis to advise and assist other Agency components in exploit-
ing ADP techniques.

ORGANIZATION

The Office of the Director of ODP includes an Executive
Officer, Management Staff and Administrative Staff. (See attach-
ed Organization Chart, figure 2).

EXECUTIVE OFFICER

The ODP Executive Officer serves as the ODP office man-
ager, controlling the flow of paper within the Office; assign-
ing staff work to line organizations and establishing dead-
lines. He undertakes special ad-hoc research projects, and
representational and managerial tasks. As Career Development
Officer, he serves as a voting member on the DDA Personnel
Panel and the MZ Career Sub-Group Board. He serves as ODP's
Equal Employment Opportunity Officer.
He manages the office records management program through an RMO.

MANAGEMENT STAFF

The Management Staff provides long and short range plan-
ning for the effective and efficient allocation of financial
and manpower resources. It is responsible for development,
coordination and dissemination of management policy. As ODP's
comptroller, provides financial management and services. Re-
sponsible for liaison with the Agency Comptroller, Office of
Finance and other components involved in the planning, pro-
gramming and budgeting activities of the Intelligence
Community. Exercises staff supervision over ODP activities
as assigned by Director of Data Processing. Reviews pro-
posals from Agency components for acquisition of ADP equip-
ment software and services. Supervises ODP's ADP Security
Program. Provides representation to IAC/ADP, etc.
Provides area security assistance and/processes security clearances

ADMINISTRATIVE STAFF

The Administrative Staff is charged with providing the
full range of administrative support to ODP operations, man-
agement and personnel. Professionals are assigned to the
staff from the MG, MP and ML career service sub-groups of
the DDA. The staff is the focal point for personnel manage-
ment from the hiring phase through career development and
ultimate retirement. It manages the ODP property account as

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well as supply requisitioning, space allocation and main-
tenance, telephone installations and transportation. Provides
guidance and advice to the MZ Career Board and Sub-Group
Panels. ~~Provides area security assistance and processes
security clearances~~. Manages ODP training activities, coor-
dinating training requirements with the Senior Directorate
Training Officer and the Office of Training. Coordinates
personnel planning, resource requirements and policies with
the Office of Personnel. Provides staff assistance to D/ODP
and other elements of ODP. Manages ODP's parking program
and allocation of permits. Manages the ODP registry and
controls compartmented information. Is delegated approving
authorities for procurements, travel, training and other
managerial authorities of D/ODP.

CONSOLIDATED SAFE PROJECT OFFICE (CSPO)   *Many changes here*

MISSION

The CSPO is a joint CIA/DIA Activity charged with development of a Consolidated SAFE (Support for the Analysis File Environment) system. CSPO is administratively and operationally under the control of ODP. The Director, CSPO is provided by CIA and the Deputy Director CSPO, by DIA each responsible to their respective Agencies.

FUNCTIONS

In performing this assigned mission CSPO:

1. Will develop an integrated set of CIA/DIA requirements deliniating functions users expect the system to perform.

2. On the bases of requirements prepare Systems Acquisition Proposals.

3. Prepare Requests for Proposals (RFP's). Initiate development of hardware and software. Acquire hardware and software to support development activities.

4. Phase installation testing and acceptance of the SAFE System.

5. Coordinate phased transition of operation and management to DIA and CIA operational users.

ORGANIZATION

The CSPO is functionall organized into five activities:

PROJECT PLANNING AND CONTROL (PPC/CSPO)

The Chief of Project Planning and Control is responsible for:

° Development and maintenance of Project plans and for development of control mechanisms, tools and displays for use by all elements of the Project.

° Logistic and site planning for the system.

° Document controls and configuration management.

° Operational requirements and transition planning.

° Budget and Financial Management:

- Prepares responses to support budgetary hearings.

- Prepares the joint project/program budget request.

- Assures proper accounting of all Project resources and provides appropriate statements to each Agency.

- Obtains the certification of the availability of funds for all procurement actions.

- Understanding budgetary procedures within each Agency and works in close coordination with the appropriate Agency comptrollers to ensure adherence to program budget milestones and procedures.

SYSTEM DEVELOPMENT AND ACQUISITION

The Chief of System Development and Acquisition is responsible for:

° Managing the system design, development, integration, testing, acceptance and transition to operation.

° Monitoring and providing advice on related development programs in other components of DIA and CIA.

° Providing technical oversight and contract management for the principal contracted effort.

SYSTEMS ANALYSIS

The Chief of Systems Analysis is responsible for:

° Integration of CIA and DIA requirements in coordination with the Requirements and Database Administration components.

° Reliability and test programs.

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° Monitoring support contracts.

° Defining interfaces to other systems.

° Validation and verification of system cost-effectiveness, performance and architecture.

° System security.

- Ensuring that the system attains the level of security commensurate with the standing policies and security levels of information contained in the system's files.

- Providing security advice to the Project Director and other staff components.

DATABASE ADMINISTRATION

The Chief of Database Administration is responsible for:

° Identification and definition of all databases on the system to include recommendations for combined use and support where practicable.

° Identification of maintenance responsibility for all files.

° Coordination with System Development and Acquisition and Requirements components to ensure that database structures and management are responsive to users' needs.

REQUIREMENTS

The Chief of Requirements is responsible for:

° Identification and assembly of all intelligence and support requirements of the users in each Agency.

° Ensuring the validation and priority ranking of requirements with each Agency.

° Developing (in coordination with Project Planning Control) substantive justification for Project resource requests.

° Advising the Project Director and Deputy Director on all requirements matters.

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° Establishing and monitoring all appropriate control
and reporting procedures for requirements.

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DEPUTY DIRECTOR FOR APPLICATIONS (DDA/ODP)

MISSION

The Deputy Director for Applications is responsible for the development, implementation and maintenance of applications software on ODP central and special stand alone computers to support missions of Agency components.

FUNCTIONS

In performing the assigned mission the Deputy Director for Applications:

1. Provides technical consultation to Agency components requiring computer support.

2. Develops proposals, feasibility studies, and cost analyses for new computer applications or enhancements of current applications.

3. Analyzes customer requirements for computer systems, designs system programs, tests systems and programs and documents applications.

4. Advises and assists customers in the role he must perform to bring about a successful application.

5. Provides maintenance on developed software for system life.

ORGANIZATION

The Deputy Director for Applications is supported by four Applications Divisions and a Training Staff.

ADP TRAINING STAFF (TS/DD/A/ODP)

MISSION

Develop and present automatic data processing (ADP) training courses Agency-wide.

FUNCTIONS

In performing the assigned mission the Training Staff:

1. Provides training in four major areas of ADP:

    a. Introductory level courses for computer careerists.

    b. Career enhancing and job-related courses for computer professionals.

    c. Courses for Agency users of ODP Central computer services.

    d. General descriptive courses in computer technology and computer resources of the Agency.

2. Negotiates and manages contract courses when in-house expertise does not exist.

3. Develops new training courses to coincide with the availability of new ODP central services.

4. Manages the Audio/Video Professional Training Program to supplement new training courses.

5. Coordinates user ADP training requirements.

6. Reports training to OTR for input into Central Employee Training Records.

DIVISIONS A, B, C and D

The four divisions are organized on a task basis, to analyze, develop and maintain computer applications for Agency components. The Divisions assist Agency components in utilizing computers by analyzing the component's computing requirements, developing and maintaining programs to meet these requirements, and providing technical guidance to other Agency components or their contractors to insure that software development is suitable for the Ruffing Center's equipment and operating systems. Project teams are organized from Divisional resources to meet requirements of active projects.

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DEPUTY DIRECTOR FOR PROCESSING (DD/P/ODP)

MISSION

The Deputy Director for Processing is responsible for ensuring the availability, reliability and stability of ODP computer and terminal hardware operating systems and systems software to provide centralized ADP services to Agency components.

FUNCTIONS

In performing this assigned mission the Deputy Director for Processing:

1. Operates two major computer centers.

2. Operates five Data Access Centers (DAC's).

3. Manages planning, design acquisition, configuration, and maintenance of ODP computers, operating systems and software related communications terminal equipment.

4. Provides consultation and assistance to users of ODP computer systems.

5. Provides data conversion, production control, and reports distribution services.

ORGANIZATION

The Deputy Director for Processing is supported by two staff elements and four operational divisions (see Organization Chart Figure 5).

ABOLISHED SUPPORT STAFF (DD/P/SS/ODP)

Funtions distributed

MISSION to Line Div. services staff & customer

Initiate procurement actions and monitor contracts for ODP ADP equipment, software and services in accord with approved planning documents. Provide technical writing and related support for ODP. Maintain the ODP Technical Library and provide a central point for ordering and distributing techncial printed publications.

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FUNCTIONS

In performing assigned missions the Support Staff:

1. Originates procurement requests for ODP hardware, software, and related services. Coordinates and serves as the focal point for new ADP procurement and contracting actions with the MS/ODP and deals directly with Office of Logistics for contract modifications and renewals.

2. Processes requests for terminals and remote job entry equipment connected to ODP computers. Maintains computerized files on request status, equipment installed and on order.

3. Prepares budget plans consistent with ODP planning and policy papers. Makes budget and financial projections as input to the 5 year budget plan. Develops long range financial plans when budget is approved to assure orderly implementation.

4. Prepares Processing programming and budgeting information, including ODP hardware and software narrative and justification, as input to Program Calls. Monitors DD/P/ODP budget.

5. Coordinates general administrative support for DD/P. Maintains central management - information files of common interest for Processing Divisions.

6. Establishes and implements writing standards for technical publications.

7. Writes, edits, generates, and coordinates the publication and dissemination of technical (e.g., Tech Notes, user's guides, procedures, etc.) and non-technical (e.g., "Newsletter" Technical Writing Standards, Office procedures, RFP's, miscellaneous memoranda, etc.), and computer and office related documentation, as requirements dictate.

8. Assists Office components in their intercomponent writing tasks (e.g., AD004 Documentation Standards, Pavalet User's Guide, Centralized Library Systems, offsite tape storage procedures, etc.).

9. Controls the publication of all ODP-written user documentation.

10. Maintains a technical lending library and controls the procurement of ADP-related textbooks, which includes monthly updating of a "KWIC Index" computer listing of the textbooks on hand.

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11. Maintains an inventory of the most current and common-ly requested vendor manuals and Agency produced, ADP-related documentation.

CUSTOMER SERVICES STAFF (CSS/DD/P/ODP)

MISSION

administrative, information, and

To provide consulting services to the ODP user community. To ensure that users ~~of ODP services~~ are ~~acquainted with and~~ able to make the most efficient and effective use of the ODP ser-vices. ~~To certify the integrity of systems changes by testing, training, and ensuring the completeness of procedures to install changes to ODP's computer centers.~~ To minimize the impact on users of changes in ODP services and facilities.

FUNCTIONS

In fulfilling the assigned mission the Customer Services Staff:

1. Provides user consultation on computer languages, systems, applications and services, performance improvement, and new techniques and procedures.

2. Provides user problem determination and resolution, develops user tools and procedures, and tests new versions of user products for compatibility and/or adverse impact.

, edits, and publishes

3. Prepares user information and documentation, and conducts user briefings and presentations on changes, new functions, features, and capabilities of ODP's Batch and Interactive computer systems.

4. Tests hardware and software enhancements or changes for implementation readiness into or as the Batch or Interactive production systems in the Ruffing Center and the Special Center.

5. Determines operator training requirements and prepares operator documentation and procedures with the appropriate Processing components for the Batch and Interactive systems.

6. Reviews ~~Batch and Interactive systems~~ software problems and ~~initiates~~ *makes* recommendations for modifications.

7. Specifies, assembles, and executes benchmark tests on computer systems.

8. Analyzes security spillages, as directed by the Deputy Director for Processing, in support of the ODP Management Staff and the ODP Security Officer.

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OPERATIONS DIVISION (OD/P/ODP)

MISSION

To operate computers efficiently by scheduling work and preparing jobs for processing on computer center equipment.

FUNCTIONS

Operations Division is functionally organized ~~into the~~ *to support* ~~following~~ two ~~independent~~ computer centers, *the Ruffing Center located in GC03, and the Special Center located in GC47. The following functions* ~~RUFFING COMPUTER CENTER~~ *are performed at these centers:*

25X1A

1. Operates and schedules work to be processed on the computer equipment. ~~located in GC03 and 1D1605 Headquarters, and~~ [redacted] ~~Computer Centers.~~

2. ~~Operates the 4D50 Headquarters data-access station.~~

3. Controls diskpacks and manages a magnetic tape library.

4. Maintains a receiving and distribution point for input to, and output from, the ~~GC03 Ruffing~~ Computer Center.

5. Processes requests for offsite data storage.

~~6. Executes PRB/P-directed special plans.~~

6. Produces the Center's short-range (maximum four weeks) scheduling of hardware and operating plans, ~~as coordinated by PRG/P.~~

7. Identifies and reports incidents adversely affecting the operation of ODP's computing systems to the Chief Engineer (CE/ED/P/ODP).

SPECIAL COMPUTER CENTER

1. Operates and schedules the work to be processed on the computer equipment located in the GC47 Headquarters Special Computer Center.

2. Controls diskpacks and manages a magnetic tape library.

3. Maintains a receiving and distribution point for input to, and output from, the Special Computer Center.

4. Processes requests for offsite data storage.

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5. Produces the Center's short-range (maximum four weeks) scheduling and operating plans, as coordinated by PRG/P.

6. Executes PRB/P directed special plans.

7. Identifies and reports incidents adversely affecting the operation of the ODP's computing systems to the Chief Engineer (CE/ED/P/ODP).

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SYSTEMS PROGRAMMING DIVISION (SPD/P/ODP)

MISSION

To plan, design, install, integrate and maintain operating systems, data base management systems and systems related software on ODP computers. Monitor and analyze private sector state of the art advances and plan for installation and integration of advanced technology which is compatible with ODP's operating environment, customer requirements and availability of resources. Ensure the stability and reliability of operating systems and related systems software in both computer centers.

FUNCTIONS

The Systems Programming Division is functionally organized into the following four branches:

BATCH SYSTEMS BRANCH (BSB/SPD/P/ODP)

1. Using vendor provided systems routines and procedures, constructs current batch operating systems in the Ruffing Computer Center. Plans for installation and integration of technology advances. Maintains current batch operating systems in the Ruffing Computer Center.

2. Analyzes, diagnoses and corrects problems associated with current batch operating systems.

3. Determines need for, analyzes, evaluates, acquires, implements, and maintains special batch operating systems software packages, such as compilers, assemblers, CROSSTABS, and SPSS.

4. Maintains systems software packages required for operation of peripheral systems, such as the CDC Page Printer, IBM/360 Model 20's, and plotters.

4. 5. Analyzes customer requirements for batch operating systems and software packages and, working from vendor supplied materials, constructs individualized batch operating systems to satisfy unique requirements.

5. 6. Provides consultation services in the field of batch operating systems.

ONLINE SYSTEMS BRANCH (OSB/SPD/P/ODP)

1. Using vendor provided materials, constructs operating systems software to support the Special Center and CAMS.

2. Integrates vendor supplied systems related software into operating systems to provide online support to current batch operating systems.

3. Analyzes, diagnoses and corrects online systems software problems.

4. Plans for acquisition and installation of online systems software. Provides software support for installed online applications.

6. 5. Monitors private sector technology advances. Plans for upgraded online software to improve overall efficiency of central online support.

7. 6. Provides consultation services in the field of online systems support.

INTERACTIVE SYSTEMS BRANCH (ISB/SPD/P/ODP)

1. Analyzes requirements for interactive ADP systems. Reviews available private sector software packages, selecting those meeting requirements and compatible with ODP's computer environment and integrating these systems into existing capabilities. Plans for upgrading of interactive systems in parallel with technical advances.

2. Analyzes requirements for unique special interactive systems. Develops special interactive systems from vendor supplied materials. Implements and documents new special interactive systems.

3. Analyzes, diagnoses and corrects interactive systems problems.

4. Customizes vendor supplied interactive systems to ensure compatibility with ODP's environment. Implements and documents customized interactive systems.

5. Designs, implements, and maintains communications access packages, such as the Conversational-Access-Method (CAM).

5. Performs quality assurance testing of hardware and software enhancements or changes for implementation readiness into or on the Batch or Interactive production systems in the Ruffing Center and the Special Center.

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7. Provides consultation in the field of interactive systems.

DATA BASE SYSTEMS BRANCH (DBSB/SPD/P/ODP)

1. Using vendor supplied and internally designed materials, develops enhancements for ODP's Generalized Information Management (GIM) Systems. Documents enhancements to update user information.

2. Analyzes, diagnoses, and corrects GIM problems. Manages vendor support for GIMS systems upgrades.

3. Reviews requirements for and develops batch utility programs in support of GIMS data bases. Maintains batch utility programs supporting GIMS.

4. Reviews new GIMS applications to determine impact on overall GIMS workload and availability.

5. Reviews requirements for minicomputer data base management systems. Develops minicomputer data base management systems and provides maintenance support for systems.

6. Installs vendor provided data base management software such as RAMIS. Interfaces RAMIS software with ODP's batch and online systems.

7. Analyzes, diagnoses and corrects problems associated with ODP's RAMIS systems. Manages vendor support, maintenance and upgradings of RAMIS systems.

8. Provides consultation services in the field of data base management and minicomputers to users of ODP's services.

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ENGINEERING DIVISION (ED/P/ODP)

MISSION

Ensures the reliability and stability of ODP computer and terminal hardware. Ensures efficient utilization of existing ODP systems to meet customer requirements. Responsible for acquisition, configuration, and maintenance of ODP computer systems.

FUNCTIONS

Engineering Division is functionally organized into four branches.

SYSTEMS ENGINEERING BRANCH (SEB/ED/ODP)

1. Optimize the performance of existing systems and systems software.

> o Determine changes required to the hardware configuration of existing systems to meet increased user demand or to improve performance of existing services.

> o Develops and maintains hardware and software performance evaluation tools for existing and planned computer systems.

> o Using modeling, analysis of system accounting data, and performance evaluation tools, determine the workload and the capacity of existing systems.

> o Consults with other Processing Divisions and users of major systems on how to obtain the best performance with existing and planned hardware configurations.

> o Ensures that existing ODP computer systems are utilized as efficiently as possible consistent with customer requirements.

> o Determines the appropriate measures of system performance and workload utilized by ODP Management. Determines the costing algorithm utilized by ODP to charge for it's computer services.

2. Provide for the expansion of existing services and the systems design for new services.

> o Prepare annually a plan for ODP describing all

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planned changes to ODP computer systems to meet
new or expanded requirements. This plan serves as
the formal documentation and rational for changes
to existing systems and implementation of new
systems.

o   Writes the specifications and evaluation criteria
    for all ODP procurements of computer hardware.

o   Determines the system configuration required to meet
    a stated requirement for feasibility studies.

o   Accesses the capability of new and advanced techno-
    logy to determine when it should be introduced into
    the ODP systems.

o   Projects workload increases used to determine when
    expansion of existing services is required.

o   Consults with customers planning major new systems
    on the proper configuration and appropriate techno-
    logy.

o   Provides the proper configuration of mini computer
    systems to meet specific ODP customer requirements.

o   Determines when existing ODP computer technology is
    obsolete and must be replaced.

CONFIGURATION AND ENVIRONMENTAL MANAGEMENT BRANCH (CEMB/ED/ODP)

1. Configuration Management

o   Coordinates with all ODP Divisions to annually publish
    an integrated schedule of all activities which will
    impact the ODP Computer Centers. Manages the execution
    of the approved plan.

o   Coordinates with all ODP Divisions and customer offices
    all aspects for the planning and installation of mini-
    computers in support of Agency user requirements.

o   Manages and plans all configuration changes to the
    computer systems in the ODP Computer Centers.

o   Coordinates all activities related to the procurement
    or release of computer hardware.

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2. Resource Management

° Manages the security and control procedures for all
   direct access storage in the ODP Computer Centers
   including recovery and backup procedures.

° Analyzes current and future online storage require-
   ments, reoganizes the use of online space and
   develops projections for future online storage
   requirements.

3. Environmental Management

° Coordinates all activities concerned with the in-
   stallation and/or relocation of computer systems
   in the ODP Computer Centers.

° Coordinates all aspects of prevention and detection
   to achieve physical security of equipment and personnel
   in the ODP Computer Centers.

° Assists in planning for future computer systems
   particularly with regard to the physical space,
   environment and power requirements and limitations.

° Coordinates power, environmental and security re-
   quirements with the appropriate service organizations,
   and monitors services provided.

° Maintains master drawings and records for the physical
   layouts and interconnections of computer equipment.

° Establish five year space and utility requirements
   for ODP Computer Centers.

MAINTENANCE MANAGEMENT BRANCH (MMB/ED/ODP)

1. Report on Performance of ODP Services

° Maintain data bases on performance of services,
   hardware failures, system interruptions and
   usage of each major service.

° Research each system interruption to verify reported
   information.

° Produce and distribute reports on system performance
   to meet the needs of ODP Management.

4. Contract Administration

• Originates procurement requests for ODP hardware, software, and
   related services.

o Coordinate and serve as the focal point for new ADP

o Deals directly with office of logistics for contract modifications
   and renewals.

2. Maintain Stability of ODP Services

° Resolve problems of unknown origin.

° Resolve multiple vendor problem responsibility
for all hardware and systems.

° Review procedures for recovery from hardware
failures and recommend improvements where possible.

° Manage the scheduled and unscheduled maintenance
of all hardware to provide required stability.

° Set standards for reliability used in the specifica-
tions for procurement of new hardware.

° Manage the acceptance of new hardware to assure it
meets reliability specifications.

° Review all interruptions to ODP services to identify
problems that need to be resolved. Track the pro-
blems until resolved.

3. Manage Maintenance of ODP Hardware

° Review maintenance provided by vendors to assure
that contract obligations are fulfilled.

° Select most cost effective overage for all hardware.

° Review annually maintenance coverage of all hardware
to determine most cost effective way to maintain the
hardware. Recommend and implement required changes
in maintenance coverage.

° Contract senior management of maintenance vendors
when performance of vendors falls below ODP standards.
Closely track vendors performance until it meets ODP
standards.

TELEPROCESSING BRANCH (TB/ED/ODP)

1. Short and Long Range Planning

° Develop and maintain a short range (12 months) plan
of all changes affecting ODP Teleprocessing Systems.

° Develop and maintain a long range (five year) plan
for ODP Teleprocessing system.

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° Provide requirements to the Office of Communications
for data communications between ODP systems and present
and planned ODP customer sites consistent with over-
all ODP long range planning and identified customer
requirements.

° Develop and maintain a plan for the orderly introduction
of new technology into the ODP Teleprocessing system
where it will meet a customer requirement and is
cost effective.

2. Teleprocessing Hardware Selection and Procurement

° Write specifications for the procurement or upgrade
of controllers connected to the host CPU's.

° Write specifications for the various "standard"
terminal that ODP supplies to its customers. These
include low, medium and high speed printers, CRT
terminals, graphic terminals, remote plotters,
remote card readers and remote tape stations.

° Write or assist in writing specifications for special
purpose terminals to meet a unique customer require-
ment.

° Manage the procurement, and acceptance of all Tele-
processing related hardware.

° Design and procure special purpose hardware to meet
unique ODP terminal or communication requirements.

3. Installation and Maintenance of Terminals

° Manage the vendors that maintain the owned and leased
ODP terminals and related equipment.

° Coordinate with the Office of Communications, Office
of Logistics, Office of Security, and Customer Office
the installation and relocation of remote terminals
and related equipment.

° Maintain the inventory of all owned and leased ODP
terminals.

° Resolve all terminal related problems of uncertain
origin. This includes technical investigation of
communications circuits as well as equipment at
each end of the circuit.

° *Process requests for terminals and remote job entry
equipment connected to ODP computers. Maintain computerized
files on request letters, equipment installed and on order.*

    °   Plan and manage the installation of terminal con-
tollers and required patch panels.

    °   Manage the Tempest testing of ODP terminals.

4. System Software

    °   Select, maintain, modify and install system software
that runs in the front end processors.

    °   Select, maintain, modify and install system software
or micro code that runs in remote terminals.

    °   Consult with Systems Programming Division on host
operating system software related to teleprocessing.

    °   Consult and advise customers on software require-
ments to interface to ODP system through the tele-
processing system.

    °   Consult to other Agency Offices on teleprocessing
related problems.

    °   Consult with customers on the design of special
purpose systems that will interface with ODP through
teleprocessing.

PRODUCTION DIVISION (PD/P/ODP)

MISSION

Production Division manages production applications
and data base management systems processed by computers and
ensures that major data processing services are provided in
support of Agency components and the Intelligence Community.
Services include data entry; data verification; data conversion;
Remote Processing Center (RPC); small-scale computer/mini-com-
puter program design, development and operation; production
processing of scientific and business computer applications;
computer-generated reports printing and distribution; centra-
lized document and machine-readable program libraries for
production and development applications; and 24-hour COMIREX
Automated Mangement System (CAMS), Automated Message Process-
ing Systems (AMPS), Field Automated Message Processing System
(FAMPS), DATEX Traffic, and Generalized Information Management
System (GIMS) data base management, processing, and control.

FUNCTIONS

Production Division is functionally organized into the
following three branches:

PRODUCTION CONTROL BRANCH (PCB/PD/P/ODP)

    1. Manages and processes production (operational) applications on large-scale computers.

    2. Develops and maintains Job Control Language programs, online interactive programs, and the production documentation manuals required for processing production applications.

    3. Maintains production and development machine-readable program libraries.

    4. Maintains an application and computer program documentation library.

    5. Reviews new project documentation for project acceptability as a production application and prepares processing procedures and schedules.

    6. Ensures processing data integrity and data base restoration capability by providing data backup and permanent storage.

    7. Manages and operates the Xerox 1200 Computer Printing Systems and distributes computer-generated reports.

    8. Determines (hardware, facilities, and maintenance) requirements for reports reproduction.

    9. Reviews production applications and procedures and assesses the applicability of improved processing efficiency and cost effectiveness.

    10. Participates in the testing of production applications against new hardware and software.

    11. Analyzes, diagnoses and solves problems associated with production processing.

DATA BASE MANAGEMENT BRANCH (DBMB/PD/P/ODP)

    1. Staff and operates the 5D55 Data Access Center (DAC) on a full time basis, 24-hours per day, 7 days per week to support Agency information systems as well as a national program in behalf of the IC.

    2. Provide a reliable operational environment for all GIMS systems.

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3. Analyzes, diagnoses and solves technical and procedural problems associated with GIMS processing.

4. Monitors all GIMS operations to detect and circumvent problem situations.

5. Provides data base management functions including data backup, archival storage, history tape analysis, and data base restoration.

6. Installs new ODP/Applications developed data bases, as approved by the GIMS Review Board.

7. Processes standing and customer-submitted requests against GIMS data bases.

8. Installs and tests new GIMS software developed by the Data Base Systems Branch/SPD.

9. Develops and publishes GIMS operating procedures.

10. Participates in the acceptance of new GIMS application data bases as a member of the GIMS Review Board.

11. Control and issuance of GIMS passwords.

12. Operates the COMIREX Automated Management System (CAMS), which supports the Intelligence Community, in the same mode as described above for GIMS.

13. Primary interface for Data Base Managers and GIM users from within the Agency and from other agencies which make up the Intelligence Community.

14. Provides around-the-clock trouble desk which receives trouble calls and trouble reports, and initiates corrective action.

DATA CONVERSION BRANCH (DCB/PD/P/ODP)

1. Manages and processes production applications on small scale computers and minicomputers.

2. Provides data entry and verification services at Key Building and two Headquarters data conversion facilities.

3. Manages and operates the Key Building Remote Processing Center (RPC).

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4. Coordinates RPC (Key Building), data conversion hardware, facilities, and maintenance requirements with the Engineering Division.

5. Provides special-handling and courier service for work processed for the Office of Finance.

6. Manages and controls applications and data entry data files to ensure data integrity, including data backup and data file restoration.

7. Develops and maintains the production operating manuals required for processing production applications.

8. Develops and maintains programs for applications processed on small scale computers and data entry/verification minicomputers.

9. Analyses user requirements for small-scale computer and data entry services.

10. Operates and schedules work to be processed on data entry digital computers.

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CONFIDENTIAL

```
                              ┌──────────┐
                              │   ODP    │
                              └────┬─────┘
                                   │
    ┌──────────┐                   │                  ┌───────────────┐
    │ Executive│───────────────────┼──────────────────│Administrative │
    │  Officer │                   │                  │    Staff      │
    └──────────┘                   │                  └───────────────┘
                  ┌────────────┐   │
                  │ Management │───┤
                  │   Staff    │   │
                  └────────────┘   │
                                   │
    ┌─────────────────────────────┴──────────────────────────────┐
    │                             │                               │
┌────────────┐          ┌──────────────────┐          ┌────────────┐
│  Deputy    │          │ Consolidated *   │          │  Deputy    │
│  Director  │          │     Safe         │          │  Director  │
│ Processing │          │ Project Office   │          │Applications│
└─────┬──────┘          └──────────────────┘          └─────┬──────┘
```

Customer Services Staff	Support S̶t̶a̶f̶f̶

Ops Div	Sys Prog Div	Eng Div	Prod Div

Training Staff

~~Div~~ A *Division*	~~Div~~ B *Division*	~~Div~~ C *Division*	~~Div~~ D *Division*

CONFIDENTIAL
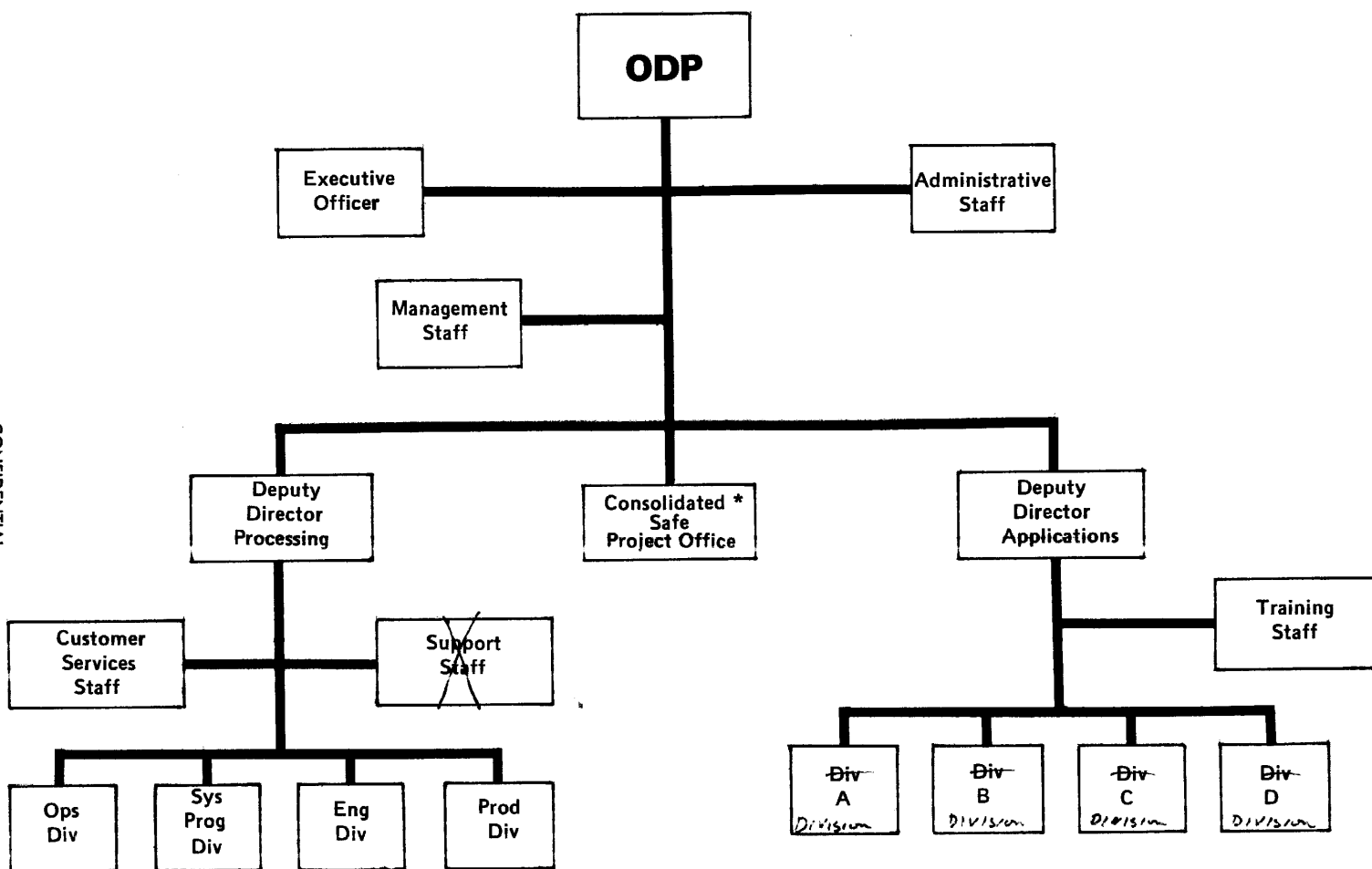
* Joint CIA/DIA Staffing

FIGURE 1

ODP
Office of the Director

Director
Data Processing
Deputy

Executive Officer
EEO
Career Development
Records Management

| Career
Subgroup
Panels |
|---|

| Chief
Management Staff
Deputy Chief |
|---|

| Policy &
Plans Group |
|---|

| Security
Officer |
|---|

| Program &
Budget Group |
|---|

Chief
Administrative Staff
Deputy Chief
Personnel
Logistics
Training
Registry

CONFIDENTIAL

CONFIDENTIAL
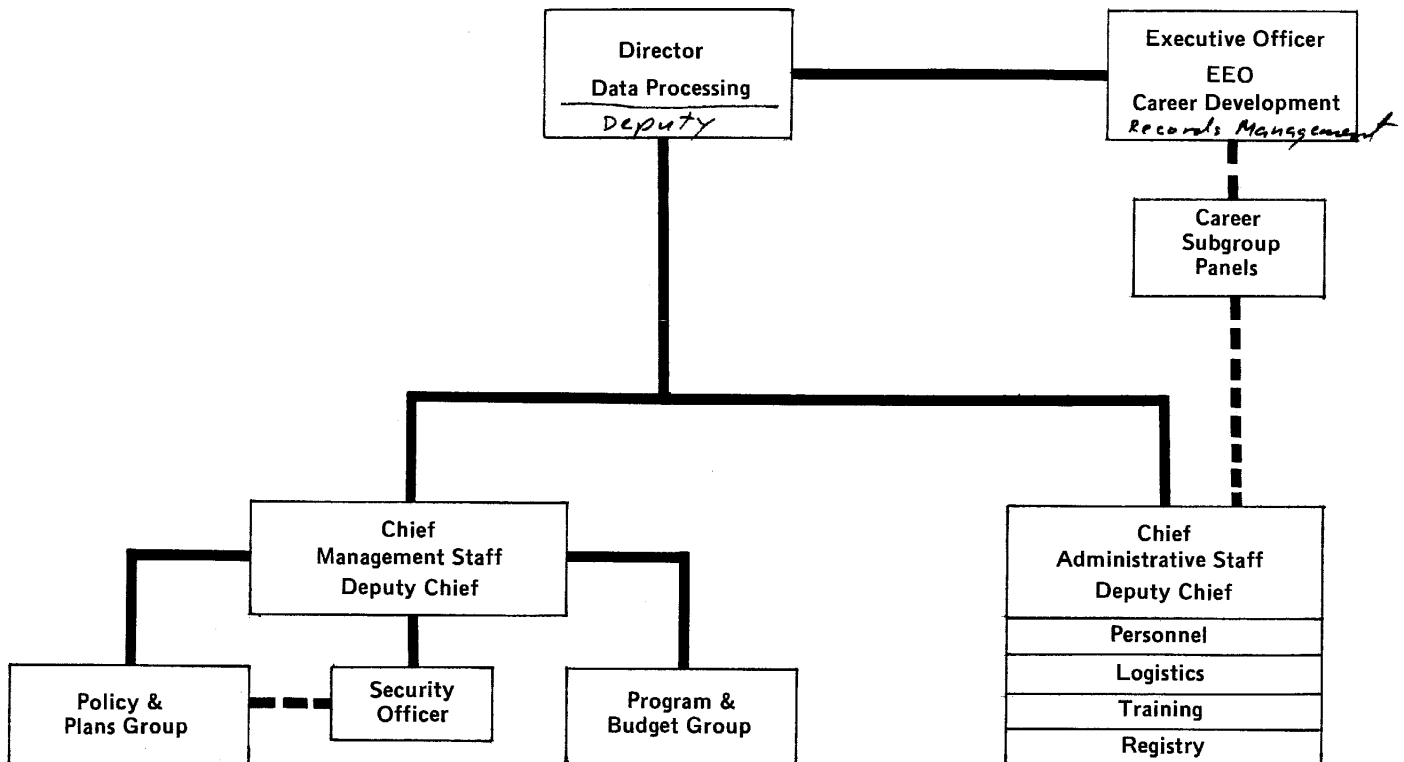
FIGURE 2

Approved For Release 2002/11/07 : CIA-RDP83T00573R000200230001-7

```
                    ┌─────────────────┐
                    │ Deputy Director │
                    │      for        │
                    │  Applications   │
                    └────────┬────────┘
                             │
                             │      ┌──────────────┐
                             ├──────┤   Training   │
                             │      │    Staff     │
                             │      └──────────────┘
                             │
        ┌───────┬────────────┼────────────┬───────┐
   ┌────┴───┐ ┌──┴─────┐ ┌───┴────┐ ┌──────┴──┐
   │  "A"   │ │  "B"   │ │  "C"   │ │  "D"    │
   │Division│ │Division│ │Division│ │Division │
   └────────┘ └────────┘ └────────┘ └─────────┘
```

FIGURE 4

```
                        ┌─────────────────┐
                        │ Deputy Director │
                        │      For        │
                        │   Processing    │
                        └─────────────────┘
                                 │
  ┌──────────────┐               │               ┌──────────────┐
  │   Customer   │               │               │   Support    │
  │   Services   │───────────────┼───────────────│    Staff     │
  │    Staff     │               │               │              │
  └──────────────┘               │               └──────────────┘
                                 │
        ┌────────────────┬───────┴────────┬────────────────┐
        │                │                │                │
┌──────────────┐  ┌──────────────┐  ┌──────────────┐  ┌──────────────┐
│  Operations  │  │   Systems    │  │ Engineering  │  │  Production  │
│   Division   │  │ Programming  │  │   Division   │  │   Division   │
│              │  │   Division   │  │              │  │              │
└──────────────┘  └──────────────┘  └──────────────┘  └──────────────┘
```

FIGURE 5

```
                              ┌──────────────┐
                              │     ODP      │
                              └──────┬───────┘
          ┌──────────────┐          │          ┌──────────────┐
          │  Executive   │──────────┼──────────│Administrative│
          │   Officer    │          │          │    Staff     │
          └──────────────┘          │          └──────────────┘
                    ┌──────────────┐ │
                    │  Management  │─┤
                    │    Staff     │ │
                    └──────────────┘ │
     ┌───────────────────┬───────────┴──────────────┬──────────────────┐
     │                   │                          │
┌─────────┐     ┌──────────────┐          ┌──────────────┐
│ Deputy  │     │Consolidated *│          │   Deputy     │
│ Director│     │    Safe      │          │  Director    │
│Processing│    │Project Office│          │ Applications │
└─────────┘     └──────────────┘          └──────────────┘
```

Customer Services Staff	Support Staff		Training Staff

Ops Div	Sys Prog Div	Eng Div	Prod Div

Div A	Div B	Div C	Div D

* Joint CIA/DIA Staffing

FIGURE 1

25X1A

Directorate of
ADMINISTRATION
Organization & Functions
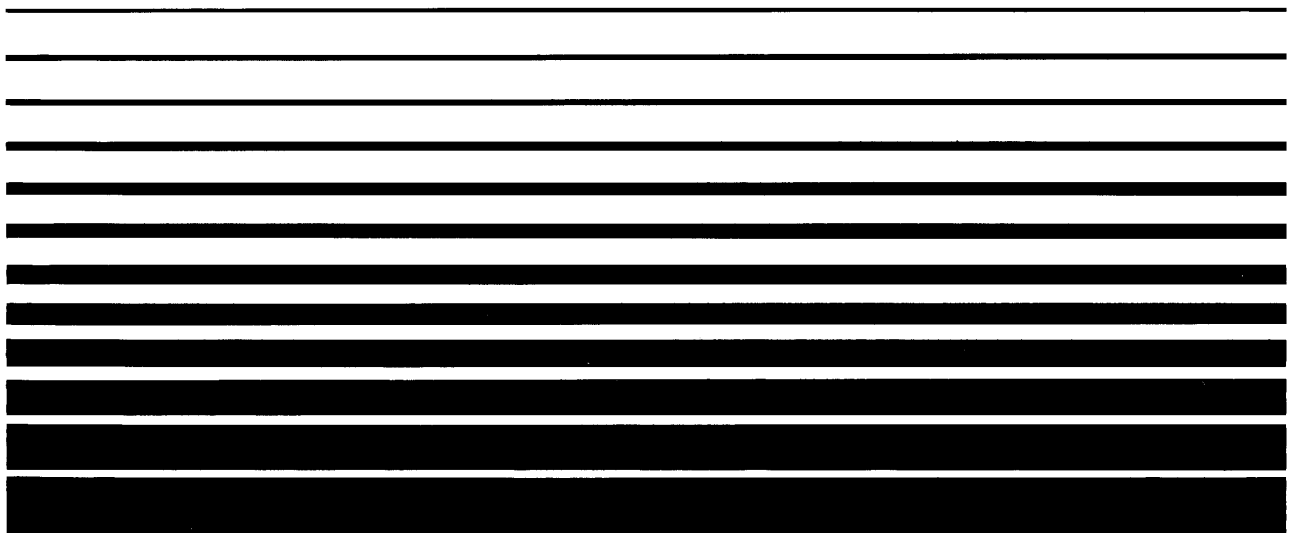
Management Staff, DDA   June 1980

NATIONAL SECURITY INFORMATION
Unauthorized Disclosure Subject to Criminal Sanctions

CONTENTS

Office of the Deputy Director for Administration

Overall Functions

The Directorate is responsible for providing support to all Agency intelligence, operations, and related activities. The Deputy Director for Administration (DDA) provides guidance and counsel on administrative matters to the DCI and DDCI, the Executive Committee, and the other Deputy Directors. He provides leadership and direction to the Directorate of Administration office heads.

DIRECTORATE OF ADMINISTRATION OFFICES

```
┌──────────────────┐   ┌─────────────────────┐   ┌──────────────────┐
│ Special Support  │───│  Deputy Director    │───│ Executive Officer│
│ Assistant        │   │  for Administration │   │                  │
│                  │   │  Associate Deputy   │   │                  │
└──────────────────┘   └─────────────────────┘   └──────────────────┘
                                  │
         ┌────────────────────────┼────────────────────────┐
┌─────────────────┐      ┌─────────────────┐      ┌──────────────────┐
│  Management     │      │  Career         │      │  EEO Staff       │
│  Staff          │      │  Management     │      │                  │
│                 │      │  Staff          │      │                  │
└─────────────────┘      └─────────────────┘      └──────────────────┘

┌─────────────┐  ┌─────────────┐  ┌─────────────┐  ┌─────────────┐
│ Office of   │  │ Office of   │  │ Office of   │  │ Office of   │
│Communications│  │ Data        │  │ Finance     │  │ Logistics   │
│             │  │ Processing  │  │             │  │             │
└─────────────┘  └─────────────┘  └─────────────┘  └─────────────┘

┌─────────────┐  ┌─────────────┐  ┌─────────────┐  ┌─────────────┐
│ Office of   │  │ Office of   │  │ Office of   │  │ Information  │
│ Training    │  │ Medical     │  │ Security    │  │ Services     │
│             │  │ Services    │  │             │  │ Staff        │
└─────────────┘  └─────────────┘  └─────────────┘  └─────────────┘
```

Executive Officer

Performs the vital function of managing the flow of paper that concerns the Office of the DDA, assigning action requirements to staff elements or the offices of the Directorate, establishing suspense dates and monitoring those dates. Acts in the capacity of Executive Officer for the Office of the DDA and the Directorate and as Executive Assistant to the DDA and ADDA.

Special Support Assistant

Ensures adequate, proper, and timely support to the Operations Directorate. Serves as the focal point for the Deputy Director for Administration and the Deputy Director for Operations for the resolution and coordination of support problems of mutual concern, such as those with other directorates involving overseas administration and travel.

Management Staff

Provides staff guidance on the preparation of Directorate programs and budgets; conducts budgetary liaison with the Office of the Comptroller and DDA offices; manages Directorate planning and program evaluation activities, including the MBO program; and edits the Directorate quarterly magazine, *DDA Exchange*.

Career Management Staff

Recommends policy, provides advice and guidance to the DDA and ADDA, and acts as focal point for all personnel matters affecting the Directorate. Serves as the Career Management Office for all MG and M careerists, making recommendations regarding training and assignments as well as providing guidance and staff support to the various evaluation/promotion panels and boards. Coordinates Directorate training matters. Coordinates all Directorate clerical functions.

Equal Employment Opportunity Staff

Develops and initiates programs and efforts that are designed to aid the career development of DDA employees, especially those who are in unfair or disadvantageous employment positions because of their race, sex, religion, national origin, language, or physical handicap.

3

25X1A

Next 1 Page(s) In Document Exempt

Office of Data Processing (ODP)

Overall Functions

Provides centralized computer services to all components of the Agency.

Advises the Director and staff on matters pertaining to Automatic Data Processing.

Reviews and approves Agency proposals for acquisition of computer equipment, word processing equipment, software, and services.

Performs analyses of requirements for ADP services, conducts feasibility studies, prepares project proposals for new computer applications, develops new computer application programs, and performs maintenance and production control of completed application programs.

Operates two major computer centers providing facilities and services for: large capacity batch processing; interactive computer processing through remote terminal networks; data base management; and online information storage and retrieval.

Develops, coordinates, and conducts ADP training programs to meet Agency-wide requirements.

Implements established security policies and develops security measures for ODP's ADP systems in coordination with the Office of Security, Office of Communications, other Agency components, and members of the Intelligence Community.

OFFICE OF DATA PROCESSING

6
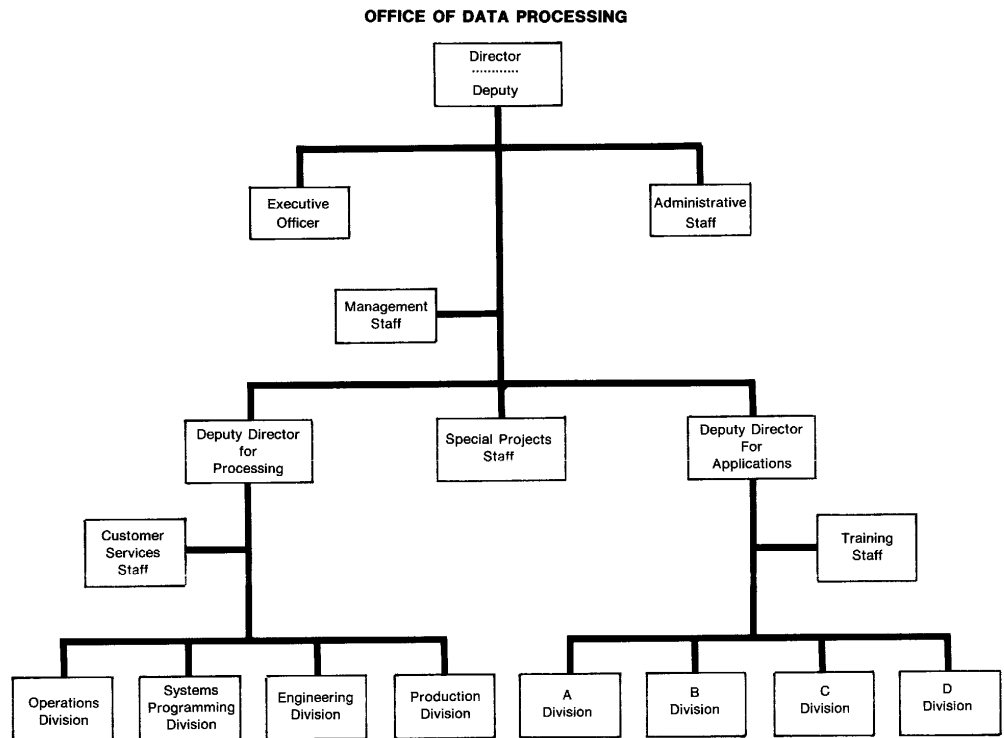
Executive Officer

Serves as ODP office manager performing a wide range of administrative, representational, briefing, and special project-oriented tasks for the Director, ODP. Serves as ODP Equal Employment Opportunity Officer and Career Development Officer.

Administrative Staff

Provides support for personnel, logistics, training, document control, travel, records management, and other ad hoc administrative functions.

Management Staff

Provides short- and long-range planning, budgeting and programming. Develops, coordinates, recommends, and promulgates office policy. Acts as ODP comptroller and provides financial management and services. Provides technical and area security assistance and guidance. Exercises staff supervision over ODP activities. Reviews Agency proposals for acquisition of computer equipment, software and services.

Deputy Director for Processing

Ensures the availability, reliability, and stability of ODP computer and terminal hardware. Operates the Ruffing Computer Center, the Special Computer Center and remote Data Access Centers (DAC's). Manages the acquisition, configuration, and maintenance of ODP computer systems and related communications terminal equipment. Provides consultation and assistance to users of ODP computer systems. Provides data conversion, production control, and reports distribution services

Customer Services Staff

Provides users with a central point within Processing for information, problem resolution, and consulting. Services include problem determination, language assistance, performance improvement, conversion aids, advice on available facilities and techniques, and assistance in obtaining other ODP services.

Operations Division

Responsible for operation of the Ruffing Computer Center, the Special Computer Center and remote job-entry centers.

Systems Programming Division

Ensures stability and reliability of ODP operating systems and other systems related software.

Engineering Division

Ensures the reliability and stability of ODP computer and terminal hardware. Responsible for acquisition, configuration, and maintenance of computer systems.

Production Division

Ensures that production applications are processed accurately and on schedule. Provides data conversion services.

Special Projects Staff

Responsible for the analysis of requirements for the development of unique or dedicated computer processing systems, including management and technical support required for implementation. Provides CIA staffing for the joint CIA/DIA Consolidated SAFE Project Office (CSPO).

Deputy Director for Applications

Responsible for the development, implementation and maintenance of applications software on ODP central computers and stand alone minicomputers to support missions of Agency components. Areas of expertise cover a wide variety of intelligence collection, intelligence analysis and production and administrative management applications, including analytical models, signal analysis, medical technology, integrated data base management, and office automation.

Training Staff

Develops, coordinates and conducts ADP training programs to meet Agency-wide requirements.

Presents ADP courses to introduce Agency users to ODP computer facilities and to enable users to work with these facilities. Designs and presents courses to maintain the proficiency and knowledge of computer professionals.

A, B, C and D Divisions

Develop, implement, and maintain applications software to support missions of Agency components.

7

Office of Finance (OF)

Overall Functions

Satisfies the statutory responsibilities of the DCI for Agency financial activities other than for budgetary responsibilities of the Comptroller.

Develops, maintains, and operates an Agency financial system to reflect and report on the status, use and account-ability for all funds, property, and other assets for which the DCI is responsible.

Recommends fiscal policies and estab-lishes procedures for their implementa-tion.

Furnishes technical guidance and as-sistance to Agency officials in all mat-ters of finance and accounting policy.

Provides professional finance personnel for Agency components.
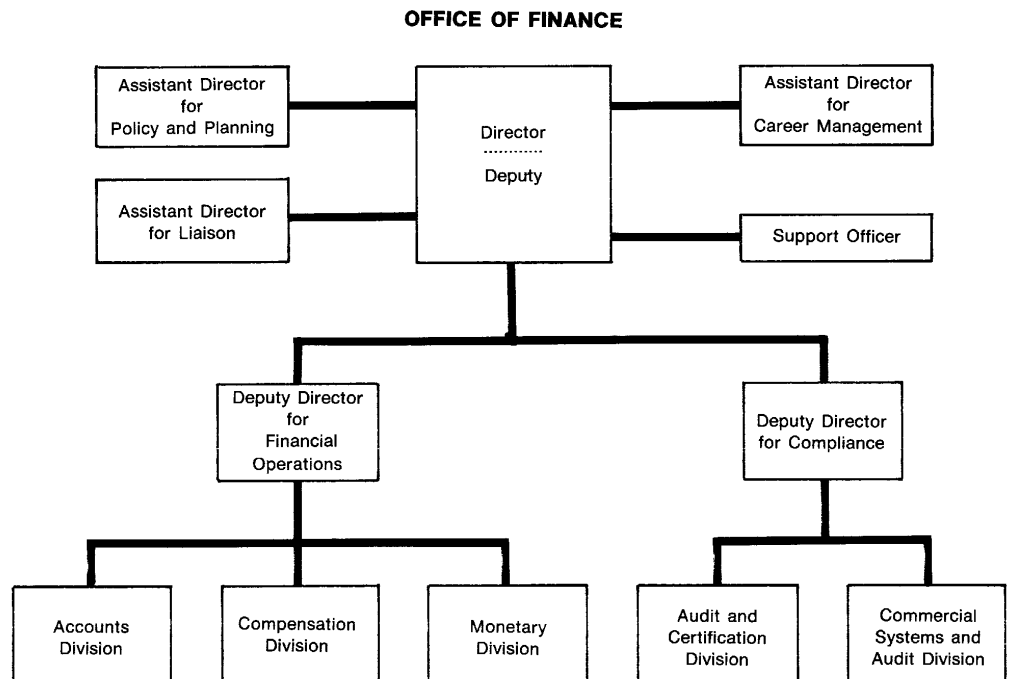
OFFICE OF FINANCE

8

25X1

Office of Logistics (OL)

Overall Functions

Responsible for the development of logistics policy and the planning for and implementation of logistical support to all Agency activities; establishment and maintenance of a procurement and supply system; administration of a real estate and construction program; printing, photography, mail, courier, transportation, and other appropriate logistical services.

Ensures compliance with statutory provisions affecting logistics policy and procedures except where specific exemption has been or may be authorized.

Conducts liaison with other governmental departments and agencies, and negotiates support arrangements for their providing logistics assistance wherever and whenever required.

Monitors and controls logistical support provided other government activities.

Manages the Single Transportation Allotment (STA) which provides for the movement of material (excluding employees' household effects) in support of worldwide operations.

Manages the Standard Level User Charge (SLUC) funds for direct reimbursement to the General Services Administration for maintenance and operation of Agency facilities within the United States.

OFFICE OF LOGISTICS

```
                              ┌──────────────┐
                              │  Director    │
                              │  ..........  │
                              │  Deputy      │
                              └──────┬───────┘
        ┌──────────────┐            │
        │  Budget      │            │
        │  and Fiscal  │──┐         │
        └──────────────┘  │  ┌──────┴───────┐
        ┌──────────────┐  ├──│ Executive    │
        │  Records     │  │  │ Officer      │
        │  and Services│──┤  └──────────────┘
        └──────────────┘  │
        ┌──────────────┐  │
        │  Systems     │  │
        │  Analysis    │──┘
        └──────────────┘
```

| Security Staff | Personnel and Training Staff | Procurement Management Staff | Plans and Programs Staff |

25X1A

| Logistics Services Division | Printing and Photography Division | Procurement Division | | Supply Division | Real Estate and Construction Division |

25X1A
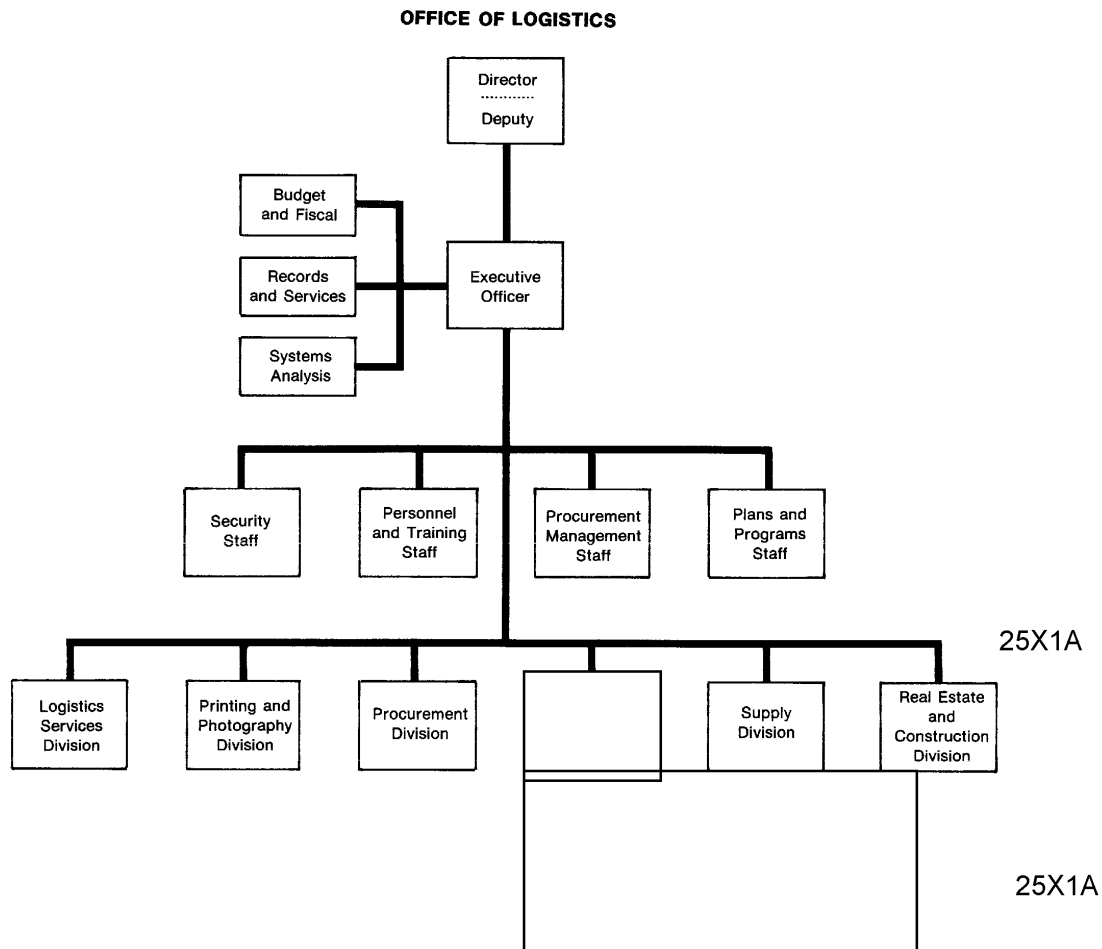
Logistics Management

Directs and supports the personnel assigned to the Logistics career service and the five operating divisions of the Office of Logistics (OL). Four staffs and the executive office: provide policy and procedural advice in the areas of contracting, industrial security, personnel, special programs evaluation, finance, records, energy conservation, and ADP applications; and operate a contract information system, perform security inspections of contractor facilities, distribute all correspondence within OL, monitor and control the OL budget and procurement allotments, handle all claims by Agency employees, and monitor equal employee opportunity within OL.

Logistics Services Division

Provides administrative support to Agency facilities in the headquarters area. Functions include courier and mail services; motor pool operation; classified waste disposal; distribution of supplies; management of building space allocations, renovations and relocations; moving services; and furniture maintenance.

Printing and Photography Division

Agency requirements for intelligence, cartographic, pictorial, and administrative publications are met through the operation of a central printing and photographic plant that ensures high quality, rapid delivery, and rigid security control

Procurement Division

Effects the acquisition of all open market purchases of general supplies and services, major production items and services, ADP equipment and services,
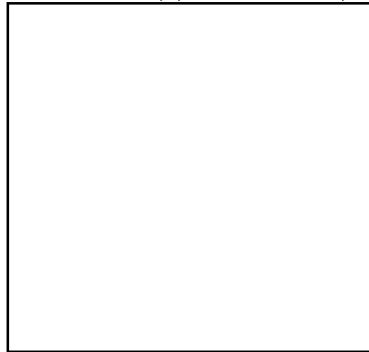
Supply Division

Determines the appropriate source for all Agency requirements for supplies and equipment. It administers the Agency supply system, manages all stock inventories, including contingency
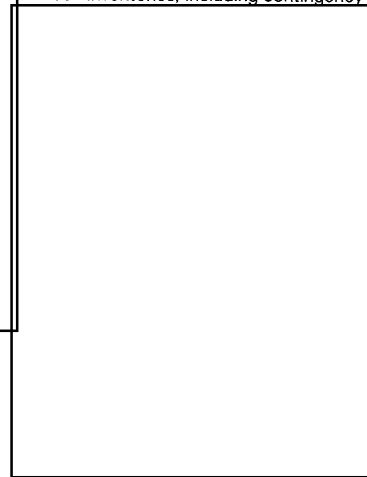
25X1A

25X1A

Real Estate and Construction Division

Acquires, manages, and disposes of all official and nonofficial real property required for Agency operations worldwide. Its two engineering branches provide technical consultation, project management, utilities planning, and contract administration to support the headquarters complex and field installations.

25X1

Office of Medical Services (OMS)

Overall Functions

Plans, develops, implements, and directs the Agency medical support program.

OFFICE OF MEDICAL SERVICES

```
┌─────────────────┐        ┌─────────────┐        ┌──────────────┐
│    Center for   │        │   Director  │        │    Chief     │
│ Counterterrorism├────────┤ ··········· ├────────┤ Professional │
│       and       │        │   Deputy    │        │   Services   │
│ Crisis Response │        └─────────────┘        └──────────────┘
└─────────────────┘

┌─────────────┐                                   ┌──────────────┐
│  Executive  │                                   │   Systems    │
│   Officer   ├──────────────────                 │ Development  │
└──────┬──────┘                                   │    Staff     │
       │                                          └──────────────┘
┌──────┴──────┐
│  Plans And  │                                   ┌──────────────┐
│Support Staff│                                   │  Psychiatric │
└─────────────┘                                   │   Division   │
                                                  └──────────────┘

┌─────────────┐                                   ┌──────────────┐
│Registrar And│                                   │   Clinical   │
│Services Staff│                                  │  Activities  │
└─────────────┘                                   │   Division   │
                                                  └──────────────┘

        ┌─────────────┐     ┌──────────────┐
        │             │     │ Psychological│
        │             │     │Services Staff│
        └─────────────┘     └──────────────┘
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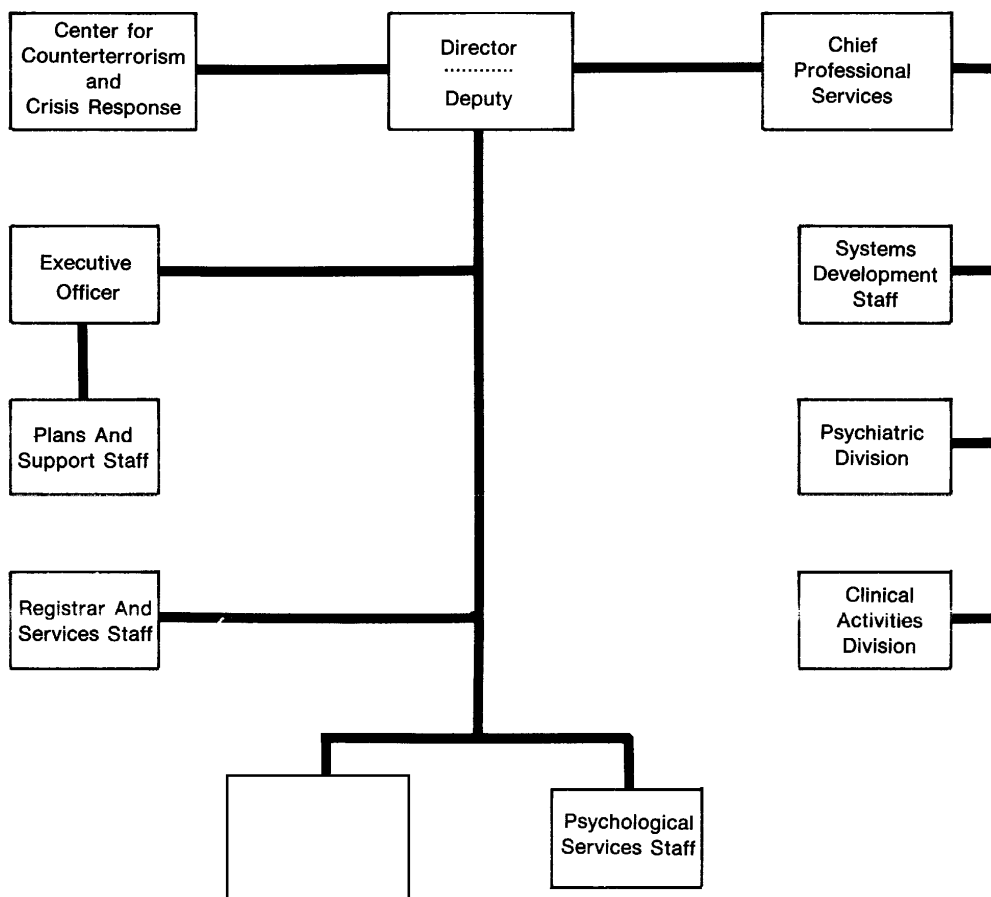
25X1

25X1A

25X1

Office of the Director

Provides direction and control of Agency medical programs.

Directs, reviews, evaluates, and adjusts the foreign and domestic medical programs as necessary to meet the Agency's operational requirements, including furnishing medical personnel and supplies

25X1

Develops and implements new medical programs and policies in support of Agency activities.

Exercises policy control over medical support programs and personnel for the Agency.

Provides an organizational, technical, and physical environment in which a high quality of comprehensive health services programs can occur in a responsible, dignified, and efficient manner.

Center for Counterterrorism and Crisis Response

25X1

Provides behavioral science support and guidance to the Agency and Intelligence community in counterterrorism and limited force crises. Analyzes the psychodynamics of individual terrorists and terrorist groups. Develops guidance for use by potential victims of threats, assassinations, kidnappings, and hijackings. Develops crisis management techniques and their application to ongoing crises. Participates in counterterrorism briefings and training programs.

25X1

Executive Officer

Provides executive management, direction, and coordination for OMS. Assists D/MS in implementing administrative policies and procedures. Directs the activities of the Plans and Support Staff.

Plans and Support Staff

Provides administrative, financial, personnel, logistical, registry, and records management services support to OMS. Coordinates OMS planning and management programs according to overall Agency needs. Serves as focal point for all Agency medical supply matters. Insures that fair employment practices are adopted and maintained.

Registrar and Services Staff

Provides medical administrative services for OMS. Insures that medical records remain confidential, current, and accurate. Advises, administers, and supervises work involved in the development, analysis, maintenance, and use of medical records and reports.

Serves as the focal point for requests for medical information under the FOIA.

Chief of Professional Services

Provides integration, coordination, and supervision of OMS professional elements. Directs day-to-day operation of OMS professional activities. Establishes and supervises continuing medical education for professional medical personnel. Recommends to D/MS professional policies and procedures.

Maintains professional liaison with other Federal Government medical offices and certain medical organizations in the private sector.

Systems Development Staff

Plans, develops, and implements computer-assisted medical processing systems. Provides technical assistance to production aspects of clinical and administrative computer programs. Prepares and trains OMS personnel to assume production responsibility for newly completed medical computer programs.

Psychiatric Division

Conducts psychiatric activities for the Agency through clinical diagnostic and preventive psychiatric programs. Evaluates personnel for employment and overseas assignment.

Applies psychobiographic knowledge to the production of intelligence.

Directs the Agency Alcohol and Drug Abuse Programs.

Develops and evaluates new psychological testing programs to enhance Agency selection of personnel. Conducts psychiatric evaluations of agents and defectors.

Clinical Activities Division

Conducts comprehensive programs in clinical medicine, health education, and emergency health care. Provides emergency medical care for on-the-job injuries and illness, including diagnostic and treatment procedures when appropriate. Administers preventive and occupational health support to the Agency's safety program.

Conducts pre-employment, overseas, TDY, disability retirement, and fitness-for-duty examinations on employees and certain dependents.

Provides immunization services, including allergy desensitization injections, to employees and certain dependents.

Supervises the medical and administrative functions of all dispensaries/health units in Headquarters and other selected Agency buildings.

25X1

Acts as the cable secretariat for OMS.

Coordinates and arranges training for OMS personnel. Trains Agency personnel in first aid, including CPR.

Psychological Services Staff

Conducts a program of psychological services and research to support and enhance the Agency's utilization of its human resources.
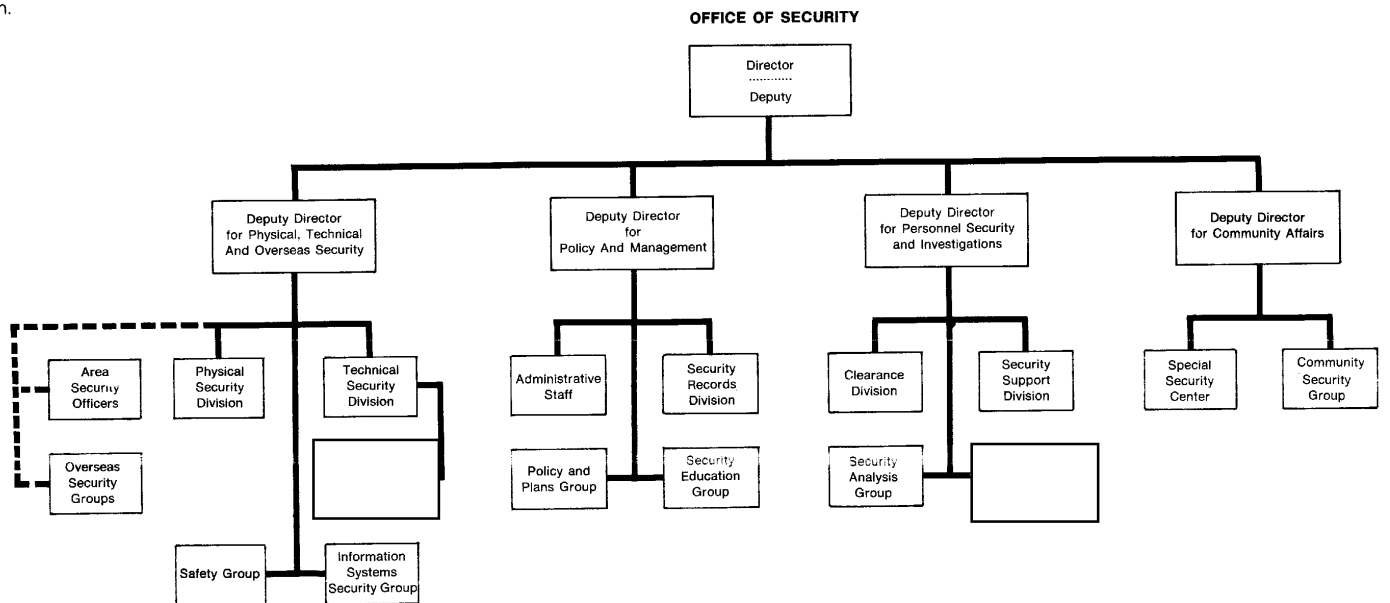
Provides a full range of psychological support through assessment and testing, counseling, organizational consulting services, job-performance research, and human factors support to codeword projects.

13

Office of Security (OS)

Overall Functions

Prepares and executes a comprehensive security program including personnel, physical and technical security activities.

Conducts liaison with other government agencies on matters of mutual security concern.

OFFICE OF SECURITY

25X1

25X1

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                          Director
                          ..........
                           Deputy

   ┌───────────────┬───────────────┬───────────────┐
Deputy Director  Deputy Director  Deputy Director  Deputy Director
for Physical,       for        for Personnel    for Community
Technical And    Policy And      Security and      Affairs
Overseas Security Management    Investigations
```

Deputy Director for Physical, Technical And Overseas Security	Deputy Director for Policy And Management	Deputy Director for Personnel Security and Investigations	Deputy Director for Community Affairs

Area Security Officers	Physical Security Division	Technical Security Division
Overseas Security Groups		
Safety Group		Information Systems Security Group

| Administrative Staff | Security Records Division |
| Policy and Plans Group | Security Education Group |

| Clearance Division | Security Support Division |
| Security Analysis Group | |

| Special Security Center | Community Security Group |

Deputy Director for Physical, Technical and Overseas Security

Physical Security Division
Conducts a comprehensive protection and safety program for Agency personnel and facilities. Maintains the 24-hour, 7-day-a-week Security Duty Office. Conducts appropriate security inspections, surveys and/or audits of Agency facilities and of major Agency industrial contractors' facilities.

25X1

Technical Security Division
Designs, tests, evaluates and installs systems for the safekeeping of official data and for entry control of sensitive areas. Conducts a worldwide technical surveillance countermeasures inspection, detection and prevention program.

25X1

Information Systems Security Group
Conducts the Agency's computer and micrographics security program.

25X1

Safety Group
Conducts a comprehensive safety and health program including inspections, briefings, and safety training courses.

Area Security Officers
Security Officers assigned to selected Agency components to provide on-site guidance and assistance on security matters.

Overseas Security Groups
Provides comprehensive security support to overseas Agency installations and personnel.

Deputy Director for Policy and Management

Administrative Staff
Provides general administrative and career management support to the Office of Security.

Security Records Division
Operates the central file facility for the creation, processing and maintenance of security records and for the controlled dissemination of information contained in them to Agency components and to other U.S. Government agencies.

Policy and Plans Group
Provides staff support for the coordination and formulation of security policy and plans.

Security Education Group
Conducts a comprehensive briefing and training program aimed at raising the level of security awareness of Agency personnel.

Deputy Director for Personnel Security and Investigations

Clearance Division
Performs the processing and security evaluation of applicants for Agency employment and of other individuals being considered for CIA clearance or approvals. This activity also includes the continuing review of Agency employees through a reinvestigative program.

Security Support Division
Conducts the Agency's polygraph program as applied to applicants, employees, industrial contractors, facility access cases, and operational cases. Provides an immediate response capability as well as briefing and guidance programs pertaining to a variety of security and cover-related problems incurred by Agency employees involved in both official and relevant personal activities

Security Analysis Group
Operates a counterintelligence research program to inhibit, prevent or detect any penetration or provocation from foreign intelligence organizations against Agency employees or those persons having access to Agency classified information or facilities.

Deputy Director for Community Affairs

Special Security Center
Supports the Intelligence Community concerning compartmented information security matters and assures implementation of related policy standards.
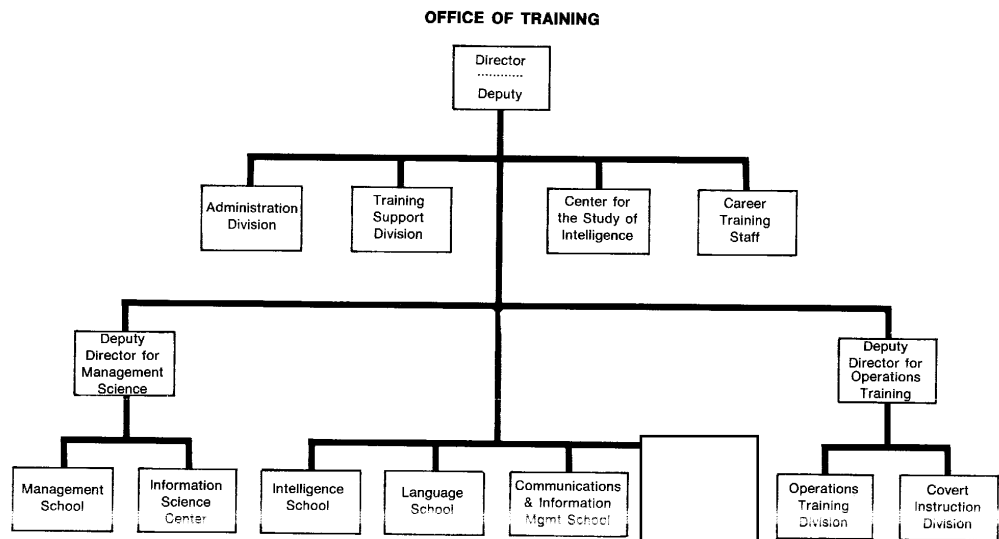
Community Security Group
Serves as a policy and guidance element in support of the DCI Security Committee.

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Office of Training (OTR)

Overall Functions

Develops, coordinates, and conducts courses and programs which range from orientations to advanced skills on subjects of intelligence analysis, area studies, management, information science, operations, and foreign languages. Manages the Agency's Career Training Program and Language Development Program. The office also operates the Center for the Study of Intelligence, administers Agency-sponsored external training, and conducts visits of non-Agency groups to CIA for specialized briefings and orientations.

OFFICE OF TRAINING

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                          Director
                         ..........
                          Deputy

   Administration    Training          Center for       Career
   Division          Support           the Study of     Training
                     Division          Intelligence     Staff

        Deputy                                              Deputy
        Director for                                        Director for
        Management                                          Operations
        Science                                             Training

Management  Information   Intelligence  Language   Communications        Operations   Covert
School      Science       School        School     & Information         Training     Instruction
            Center                                  Mgmt School           Division     Division
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Administration Division

Responsible for the support functions of the Office of Training: security, personnel, logistics, and budget and finance. Provides video and multimedia resources and support to training courses. Runs OTR Library and CIA Self-Study Center.

Training Support Division

Responsible for administrative support for all CIA external training and the Agency's Off-Campus Program; maintenance of the computerized Agency Training Record System; and compiling and maintaining training statistics. Publishes training catalog and course schedules. Provides executive secretarial support to the Training Selection Board.

Center for the Study of Intelligence

Conducts a program of inquiry into the purposes and processes of intelligence. Works independently of, but in close relationship to, operating elements of the Agency. Its efforts include seminars such as the "Seminar on Ethics and Creativity in CIA" and research, the results of which are published in papers such as those on "National Estimates . . ." or "Clandestinity and Current Intelligence." Publishes "CONTRA" and Studies in Intelligence.

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Career Training Staff

Manages the Career Training Program, an activity which concentrates on the selection, training, and assignment of junior professionals with high potential for growth and contribution. The scope of the program, which includes both new-entry and internal personnel, is based on requirements from the respective directorates and the Office of the Director of Central Intelligence.

Deputy Director for Management Science

Manages a wide range of supervisory, management, and interpersonal skills training programs for Agency personnel and directs an information science training for CIA and Intelligence Community personnel.

Management School

Provides courses of instruction designed to enhance the ability of executive managers and supervisors to supervise others and manage the Agency's resources. The courses cover technical subjects, administrative procedures, and interpersonal skills.

Information Science Center

Conducts courses in the application of various quantitative techniques on computer science methodologies to intelligence analysis and management for the Agency and the Intelligence Community.

Intelligence School

Responsible for orientation and general courses for new, middle and senior level employees; for specialized training in preparation for overseas assignment, for analyst training at several levels. Handles special programs, visits to CIA of others in the Intelligence Community; and gives ad hoc foreign liaison tutorials.

Language School

Conducts full-time and part-time instruction and proficiency testing in over 22 languages and provides administrative support for the Agency's language development program.

Communications and Information Management School

Provides training in oral and written communications and records management.

Deputy Director for Operations Training

Manages extensive operations training programs for both Agency and Intelligence Community student bodies, conducts continuing liaison with DoD Intelligence components as regards training matters, and serves as the focal point for the close working relationship between Directorate of Operations and the Office of Training.
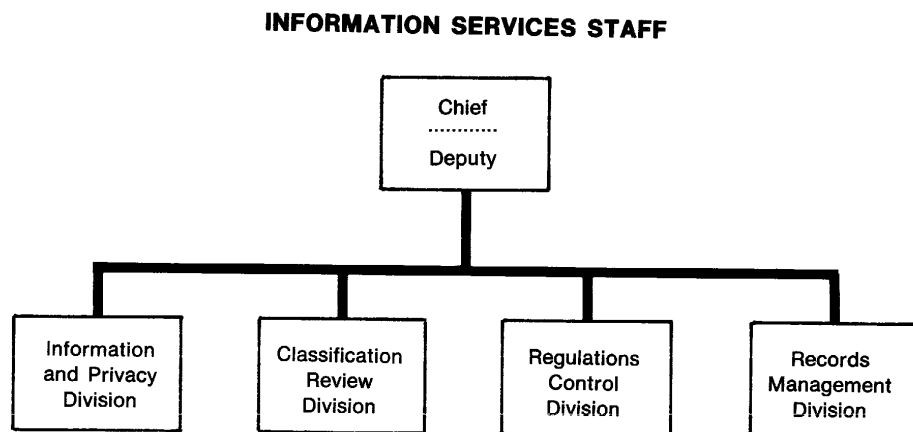
Operations Training Division

Develops and conducts courses of training in the sources and techniques used in clandestine operations for the Agency and the Intelligence Community. Evaluates course content, usefulness of courses to clandestine services, and provides evaluation of student proficiency in various operational courses. The course consist of basic training in clandestine operations through sophisticated courses for more experienced officers.

Covert Instruction Division

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Information Services Staff (ISS)

Overall Functions

Responsible for planning and managing the Agency Records Management Program, coordinating and responding to public requests under the Freedom of Information and Privacy Acts, implementing Executive Order (E.O.) 12065 concerning national security classification and declassification of Agency records and other information, and maintaining the Agency regulatory system.

INFORMATION SERVICES STAFF

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                    ┌─────────────┐
                    │    Chief    │
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                    │   Deputy    │
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        ┌──────────────┬───┴────────┬──────────────┐
┌──────────────┐┌─────────────┐┌─────────────┐┌──────────────┐
│ Information   ││Classification││ Regulations ││   Records    │
│ and Privacy  ││   Review     ││   Control   ││ Management   │
│  Division    ││  Division    ││  Division   ││  Division    │
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Office of the Chief

Designated Agency Security Classification Officer, Agency Declassification Officer, Agency Records Management Officer, Agency Archivist.

Responsible for liaison with the National Archives and Records Service and Office of the Federal Register.

Serves as Head of the MI Career Service; DDA representative to the Public Affairs Advisory Group and Publications Review Board; Executive Secretary of the Information Review Committee (IRC); Chairman of the IRC Working Group; DCI representative on the Interagency Information Security Committee; and Agency's focal point for contact with the Information Security Oversight Office.

Information and Privacy Division

Receives and processes all requests submitted to the Agency under the Freedom of Information and Privacy Acts and the mandatory classification review provisions of E.O. 12065; assigns records search and/or review tasks to appropriate Agency components; processes appeals on denied requests; conducts liaison with other Government agencies regarding the processing of requests; and prepares reports for Congress or other Governmental elements as required by law or Executive Order.
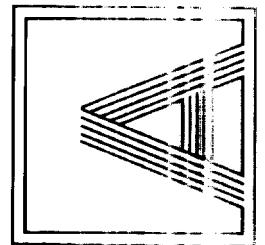
Classification Review Division

Manages the Agency program for systematic classification review under E.O. 12065; establishes systematic classification review guidelines; develops and implements systematic classification review procedures; prepares classification guides in coordination with other Agency components; and maintains liaison with other U.S. Government agencies concerning systematic review of permanent records over which they or the Agency have classification jurisdiction.

Regulations Control Division

Directs and monitors the processing, coordination, and publication of Agency regulatory issuances; works directly with initiators and coordinators of regulatory issuances to resolve substantive differences; and prepares coordinated regulatory issuances for the DCI, DDA, or DDO approval.

Records Management Division

Provides for controls over the creation, maintenance, use, and disposition of all Agency records; develops and encourages the application of standards, procedures, and techniques designed to improve the management of records; ensures the maintenance and security of records of permanent value; facilitates the segregation and disposal of records of temporary value; and is responsible for the Agency Security Classification Program under E.O. 12065.

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Directorate
of Administration